



KAY IVEY  
Governor

# STATE OF ALABAMA

## OFFICE OF INFORMATION TECHNOLOGY



JIM PURCELL  
Acting Secretary

### POLICY 660: System Use

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VERSION NUMBER	Policy 660-01
VERSION DATE	August 10, 2018
POLICY TITLE	System Use
OBJECTIVE	The objective of this policy is to establish acceptable and non-acceptable use of state-owned information technology (IT) resources including systems and devices, software, Internet, and communications capabilities.
AUTHORITY	<p>The authority of the Office of Information Technology (OIT) to create and enforce policies relating to the management and operation of IT by state agencies, and exceptions to such authority, are derived from:</p> <p><i>Articles 8 and 11 of Chapter 4 of Title 41, and Chapter 28 of Title 41, Code of Alabama 1975 (Acts 2013-68 and 2017-282).</i></p> <p>Policies of the OIT are approved and signed by the Governor.</p>
APPLICABILITY	<p>The requirements and responsibilities defined in OIT policies apply to all departments, agencies, offices, boards, commissions, bureaus, and authorities (referred to generally as <i>agency</i> or <i>agencies</i>) and authorized individuals in the employment of the State of Alabama responsible for the management, operation, or use of state IT.</p> <p>Employees may be exempt from some restrictions in the course of their legitimate job responsibilities (e.g., investigative personnel may require access to websites that are otherwise restricted). When required, policy exemption may be requested in accordance with <a href="#">Procedure 101P3: IT Policy Exemption Request Process</a>.</p>
STATEMENT OF POLICY	Unauthorized use of state IT resources opens the state and its data to risks including potential virus attacks, compromise of network systems and services, and legal liabilities. Internet, intranet, or extranet-related systems, including but not limited to computer

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equipment, software, operating systems, storage media, and network accounts providing email, Internet access, and Web browsing are the property of the State of Alabama. These systems are to be used for business purposes in serving the interests of the government and of the people it serves. These rules of behavior are in place to protect the employee, the state, and the state's IT resources and data.

It is the policy of the OIT that:

- a) State-managed information systems utilized by personnel shall not be used for personal gain.
- b) Users of state-managed information systems shall not attempt to circumvent security protocols of any information system, application, or network account.
- c) Agencies may create additional policies concerning personal use of state information systems, but no agency policy may impose a lesser limitation on personal use than is prescribed by this policy or by the standards implementing this policy.
- d) Agencies shall maintain a signed acknowledgement from information system users indicating that they have read, understand, and agree to abide by the OIT or agency-established rules of behavior before authorizing individuals access to information systems.

## OIT RESPONSIBILITIES

The OIT shall establish rules of behavior defining appropriate use of state information systems by personnel accessing or using state information system resources and data.

The OIT shall review annually and update as required the rules of behavior for system use.

The OIT may determine on a case by case basis when policy non-compliance is sufficient grounds to deny a user access to information services.

## AGENCY RESPONSIBILITIES

Agencies shall ensure all assigned personnel accessing information systems and devices, software, Internet, and communications capabilities have been advised of and understands all policies and restrictions applicable to the utilization of these services.

Agencies shall take appropriate managerial or disciplinary action for inappropriate use of state IT resources by agency employees or other persons accessing or utilizing state information systems through said agency.

**USER  
RESPONSIBILITIES**

System users shall adhere to this system use policy and rules of behavior standards when utilizing state IT resources.

System users shall report security-related issues and policy non-compliance to their immediate supervisor, manager, or as outlined in the applicable information security policy, standard, or procedures.

When using state IT resources, information system users must understand the following activities are prohibited:

- Any activity that is illegal under local, state, federal or international law
- Activities in support of personal or private business enterprises
- Non-incident personal use of state-managed computing resources
- Exporting software, technical information, encryption software, or technology, in violation of international or regional export control laws
- Accessing, possessing, or transmitting any sexually explicit, offensive, or inappropriate for the workplace images or text

**SUPPORTING  
DOCUMENTS**

The following document supports and implements this policy:

- [Standard 660S1: User Rules of Behavior](#)

**EFFECTIVE DATE**

This policy shall be effective upon its approval by the Secretary of Information Technology and the Governor of Alabama as evidenced by the signatures of the Secretary and Governor being affixed hereto.

**SUPERSEDES**

This policy supersedes legacy IT Policy 630: System Use, which is hereby rescinded.

The undersigned, as Acting Secretary of Information Technology of the State of Alabama, exercising the power vested in that Office by the laws of this state, declares this policy to be adopted as of the date on which the Governor has approved and signed it.



Jim Purcell  
*Acting Secretary of Information Technology*

ORDERED



Kay Ivey  
*Governor*

This 13 day of September, 2018.

DOCUMENT CHANGE HISTORY

Version	Version Date	Comments
660-01	08/10/2018	Initial version